OFFICE OF THE COMPTROLLER IN MYSORE, BANGALORE.

Circular No. 361—*TAD. B.* 2, *dated* 20*th September* 1937.

To

All Heads of Departments.

Government having in their letter No. Fl. 1011—G. F. 7-37-2, dated 13—14th August 1937 conveyed approval to the substitution of the following form for the existing one in regard to the preperation of the annual stock verification reports, all Heads of Departments forwarding Stock Verification Reports to this office under para 9A (k) of the annexure to Mysore Civil Account Code, Volume I, are hereby informed that the form printed under that para is replaced by the following one. They are requested to kindly arrange to send the stock verification reports for the year 1937-38 in the amended form.

Serial No.	Name of the institution or office	Date of receipt of stock verification reports	Name and designation of the officer by whom stock was taken	Period covered by stock taking	Differences					Action taken	Remarks
					Name of article	Book balance	Balance actually counted	Excess	Deficiency		
1	2	3	4	5	6(a)	6(b)	6(c)	6(d)	6(e)	7	8

Note.—Details in respect of only such of the articles whereunder differences are observed need be furnished in columns 6 (a) to (c). When there are no differences under any of the articles in an institution, they need not be detailed but it should be noted as 'Nil' in columns 6 (d) and (e).

Circular No. 362—*TAD. B.* 2, *dated* 11*th October* 1937.

To

All Treasury Officers and
Officers of the Education Department.

RECEIPTS FOR MONEYS PAID INTO THE TREASURIES ON BEHALF OF THE EDUCATION DEPARTMENT.

In Article 499 of the Mysore Civil Account Code, Volume II, it has been laid down that all sums paid into a Treasury by an officer of the Education Department or by any other person on his behalf should be accompanied by challans in triplicate. It has however been found that the third challan is unnecessary as it is sufficient if the Treasury issues one challan to the party presenting the money and sends the duplicate to the Director of Public Instruction (Financial Branch) along with the copy of the subsidiary register. The use of the third challan in respect of such remittances may therefore be dispensed with.

A. N. RAGHAVACHAR,
Comptroller.